

**ASNUNTUCK COMMUNITY COLLEGE
ANTICIPATED JOB OPPORTUNITY
PURCHASING ASSISTANT
ADMINISTRATIVE SERVICES**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: 170 Elm Street, Enfield, CT 06082

Job Posting No: PURCH

Hours: Full Time, 40 hours per week

Salary: \$44,845 - \$58,443

Closing Date: September 27, 2012

Eligibility Requirement: Candidates must have applied for and passed the Purchasing Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of state purchasing procedures and regulations; knowledge of office systems and procedures; some knowledge of purchasing principles and procedures for large organizations; some knowledge of inventory control procedures; interpersonal skills; oral and written communication skills.

General Experience: Four (4) years of clerical work involving purchasing or procurement.

Special Experience: Two (2) years of General Experience must have been at technical or complex clerical level. For state employees this is defined as at the level of Office Assistant or Financial Clerk.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months' experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Examples of Duties: Reviews all internal purchase requests for accuracy, completeness and conformance to specifications; determines if requested material is under contract or should be purchased by bid; prepares routine purchase requisitions; reviews bid proposals for accuracy, completeness and compliance with existing specifications and proper purchasing procedures; prepares and processes commitment documents, e.g. purchase orders, lease agreements, rental agreements and personal service contracts by determining required information and procedures; selects vendors and obtains quotes as required; reviews quotes for conformance to specifications and other pre-established criteria; assists in recommending contract awards; serves as liaison to vendors and state Bureau of Business Services; prepares reports and issues correspondence as required; may handle routine vendor problems and/or inquiries; may type and file purchasing related documents; may interview salesmen and vendors in absence of supervisor; may maintain minimum and maximum stock levels, update stock catalog or plan stock purchases.

Performs related duties as required: determines proper funding sources of purchase requests; serves as liaison to vendor and agency personnel regarding travel and reimbursements, routine questions and problems, e.g. proper purchasing procedures, specification requirements, etc.; prepare requests for bids; interviews vendors in order to receive product information; explains state purchasing procedures or provides information on commodities purchased by the state; prepares and/or types reports and correspondence; may coordinate preparation and issuance of pre-itemized purchase requisitions; may solicit oral bids; may monitor expiration dates of term contracts and prepare extensions.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (Form CT-HR-12) to:

**Asnuntuck Community College
Human Resources – JOB CODE: PURCH
170 Elm Street
Enfield, CT 06082
Fax: 860-253-3069 or
Email AS-Administration-HR@asnuntuck.edu**